



Finance and Administration Cabinet Executive Order 2008-011 Request Form

Requesting Department: 625 Department Of Highways **Record Date:** 2012-03-27

Requestor ID: JJN0026 **Requestor Name:** NANCY ALBRIGHT

Short Description: KYTC District Offices Grounds Maintenance - FY13 **Requestor Phone Number:** 502-564-4556

Type of Request: OTHER SERVICES, NON-PROFESSIONAL **New or Expanded?** No

Procurement Method: Order From Existing Contract **Cost:** 25,000.00 **Estimate/Actual?** Estimate

Is this Item a Replacement? No **If so, Asset Tag#:**

What will happen to the replaced item?

What Document is Requested? Blanket Waiver

If on Contract, Give Contract #: See P&J

Vendor (if any): See P&J

Purpose and Justification:

KYTC is requesting blanket waiver approval for all purchases, renewals, and establishment of contracts associated with grounds mowing and maintenance at KYTC district offices. Most office facilities have several acres of lawn and numerous landscaping sites requiring extensive labor and equipment to maintain them in a manner to project a favorable image before the public eye. KYTC district personnel are not sufficiently staffed and equipped to provide the level of care required to maintain the office grounds in an acceptable manner.

Current contracts are:

MA 605 1000000885 Valleycrest Landscaping
MA 605 1100000916 M & H Lawn Maintenance

This request is for the period 7/1/2012 - 6/30/2013

Funding Source: Road

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding 100% FE01

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee's information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: